



State of Montana
Department of Public Health and Human Services
Human and Community Services Division
Child Care Services Bureau
<http://www.bestbeginnings.mt.gov>



Legally Certified Provider (LCP) Application Packet

This application packet includes the following items:

Basic Information

- What is a Legally Certified Provider (LCP)?
- Dane's Law – Medication Administration Information

Application Forms

The below application forms are needed in order to apply to be a Legally Certified Provider. The checklist that is on the Application will go into further detail regarding each form.

- Legally Certified Provider Application (*includes the application checklist*)
- Family Association Form / Health and Safety Checklist
- W-9 Tax ID Form
- Release of information
- Release of Information for Fingerprints
- Statement of Health
- Provider Rights and Responsibilities
- Medication Administration Attestation (To be completed with parent and turned in with application)

Parent Forms

The below forms are forms that are to be completed with the parent(s) of the child(ren) that you are going to be approved to care for and kept at the location where care is being done.

- Medication Authorization Form
- Over the Counter Medication Authorization Form
- Immunization Waiver

Provider Program Forms

The below forms are forms that are to be used for children in care.

- Attendance (Sign In/Sign Out) Log
- Medication Administration Log
- Medication Error/Incident Report

**PLEASE SUBMIT ALL
LEGALLY CERTIFIED PROVIDER
APPLICATION MATERIALS TO:**



Family's seeking child care assistance must complete the Best Beginnings Child Care Scholarship application. These applications must be obtained from and submitted to their local Child Care Resource and Referral Agency. Please see agency listing below.

HRDC District 7	Phone Numbers	Counties
7 North 31st Street Billings, MT 59103	406-247-4732 800-433-1411	Big Horn, Carbon, Stillwater Sweet Grass, Treasure, Yellowstone
Child Care Connections	Phone Numbers	Counties
1600 Ellis St, Unit 1 A Bozeman, MT 59715	406-587-7786 800-962-0418	Gallatin, Meagher, Park
Butte 4 C's	Phone Numbers	Counties
101 East Broadway Butte, MT 59701	406-723-4019 800-794-4061	Beaverhead, Deer Lodge, Granite Madison, Powell, Silver Bow
Hi-Line Home Programs, INC	Phone Numbers	Counties
605 3rd Ave So Glasgow, MT 59230	406-228-9431 800-659-3673	Daniels, Roosevelt, Phillips, Sheridan, Valley
Family Connections - MT	Phone Numbers	Counties
202 2nd Ave So Suite 201 Great Falls, MT 59405	406-761-6010 800-696-4503	Cascade, Chouteau, Glacier, Pondera, Teton, Toole
Dist IV HRDC Child Care Link	Phone Numbers	Counties
2229 5th Ave Havre, MT 59501	406-265-6743 800-640-6743	Blaine, Hill, Liberty
Child Care Partnerships	Phone Numbers	Counties
901 N. Benton Ave Helena, MT 59601	406-443-4608 800-244-5368	Broadwater, Jefferson, Lewis & Clark
The Nurturing Center	Phone Numbers	Counties
146 3rd Ave W Kalispell, MT 59901	406-756-1414 800-204-0644	Flathead, Lake, Lincoln, Sanders
HRDC Dist VI Child Care Link	Phone Numbers	Counties
300 1st Ave N, Suite 203 Lewistown, MT 59457	406-535-7488 800-766-3018	Fergus, Golden Valley, Judith Basin, Musselshell, Petroleum, Wheatland
Child Care Education & Support	Phone Numbers	Counties
2200 Box Elder, Suite 151 Miles City, MT 59301	406-234-6034 800-224-6034	Carter, Custer, Dawson, Fallon, Garfield, McCone, Powder River, Prairie, Richland, Rosebud, Wibaux
Child Care Resources	Phone Numbers	Counties
105 E. Pine, Lower Level Missoula, MT 59802	406-728-6446 800-728-6446	Mineral, Missoula, Ravalli